

NAF PERSONNEL OFFICE, Sub-Region

MWR Dept, VQ, WPNSTA Yorktown, FISC Cheatham Annex

VACANCY ANNOUNCEMENT

1-13-03

Does not confer Civil Service Status

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**POSITION: Recreation Assistant (RIC)**  
NF-0189-02

**ANNOUNCEMENT#**  
**YT 27-03**

Salary: \$7.00-\$7.75 per hour  
**LOCATION: MWR Dept., Recreation Div/NWS**  
Yorktown, VA 23691

**CLOSING DATE:**  
Open Until Filled  
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AREA OF CONSIDERATION: Open

(2 Flexible Positions)

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment
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**DUTIES:** Assist the Recreation Specialist in the administration of programs and services of the assigned facility or program, to ensure it functions in a smooth, safe and effective manner. This position may be assigned all or some of the following duties: greets patrons, answering questions by phone or in person, issuing games and equipment, preparing reports, collecting fees, and maintaining operations in accordance with rules/regulations of the facility. Operates cash register, makes change and prepares the Daily Activity report (DAR), turning in all money at the end of the shift. Registers and processes new computer center users on basic procedures and system operation. Diagnoses and logs minor common system hardware, software and user problems. Recommends or performs minor remedial actions to correct problems based on direction from contractor. Refers major or complex hardware problems to contractor for diagnosis and correction. Circulates among patrons to assure service is satisfactory and to promote good patron relationship and enhance the image of the facility. Provides information and general instructions concerning use of equipment and facility. Receives and resolves customer complaints, reporting any problems areas/issues beyond normal operating procedures to the supervisor. Informs patrons of the nightly movies, television specials, upcoming Liberty programs and events, and other entertainment scheduled in the recreation facility. Shows and monitors movies as scheduled or as requested during open time frames. Assists with program promotions, scheduling, set-up/breakdown and implementation of special events, trips and tours. Visits barracks, ships, workspaces and other populated areas to promote current events and activities. Assists with local and distant day and overnight trips, completing required follow-up evaluation upon return. Maintains basic security of the recreation facility, including enforcing tobacco and alcohol restrictions. Checks facility for security, via facility walk-throughs and monitoring security camera system. Reports fire or safety hazards to proper authorities. Maintains key control of all recreation facility keys. Performs general housekeeping duties as necessary to ensure interior spaces are in a clean, neat and orderly state at all times. May make minor repairs to facilities and equipment. Reports any maintenance problems, material deficiencies and unsafe conditions or discrepancies that cannot be repaired in-house. Performs other related duties as assigned. May be assigned to other facilities/program areas as needed to cover peak times, assist with special events, or cover staff shortages.

**QUALIFICATIONS:** Must be familiar with the general and specific uses of computer software for programs as assigned. (i.e., Internet, e-mail, games, word processing, etc.) video projector systems and equipment related to the recreation facility, services, events and programs at the assigned facility, and programs, events and activities within the regional MWR program in order to advise and assist patrons. Must possess basic math skills for cash accountability. Must possess leadership and communication skills to effectively exercise control over a large group of people, market the program and motivate eligible patrons. A minimum of two years work related experience is strongly preferred.  
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FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: MWR Fund, NAF Personnel Office, Bldg. 2011 Belzer Road, Yorktown VA 23691. MAILING ADDRESS: MWR Fund-NWS, P O BOX 32, Lackey VA 23694-0032.

NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over".

EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the application.

VETERAN: Attach copy of DD-214 to application.

INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD-214 or copy of DD-1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/REENTRY CODE MATCHES ELIGIBILITY LIST.

~ALL prior military discharged within the past 5 years, must attach a copy of their DD214 showing the reason for discharge and re-entry codes.

~Active Duty Military: Military regulations require that you obtain a special request authorization (NAFPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors".

Web Site: www.nsa-norva.navy.mil

JOBS LINE: 440-JOBS (5627)